

Chapter 1

Equal Opportunity, Affirmative Action, and Freedom From Discrimination and Sexual Harassment

I. Introduction

A. Purpose

This chapter is to inform Washington State Department of Transportation (WSDOT) employees of the department's policies, plans, rules, and procedures to:

1. Ensure we each participate in providing equal opportunity and affirmative action in our workplaces.
2. Ensure we each participate in a workplace that is free from harassment, including sexual harassment.

B. Basis of Authority

1. This chapter supports Title VII of the United States Civil Rights Act of 1964 as amended, the Washington State Law Against Discrimination RCW 49.60, and rulings of the U.S. Equal Employment Opportunity Commission.
2. Executive Order E 1014.00, *Equal Opportunity, Affirmative Action, and Freedom from Discrimination and Sexual Harassment*, creates policies and directs action to carry out equal opportunity, affirmative action, and freedom from discrimination, harassment, sexual harassment, and retaliation activities at WSDOT.
3. Policy Number P 2007.00, *Equal Opportunity and Affirmative Action*, states, "It is the policy of the Washington State Department of Transportation (WSDOT) to provide equal opportunity for the employment, development, and advancement of all persons."
4. Policy Number P 2008.00, *Freedom from Discrimination*, states, "It is the policy of the WSDOT to provide and maintain a workplace that is free from all forms of discrimination (including harassment), based on race, color, creed, religion, gender, national origin, age, sexual orientation, marital status, families with children, use of a trained dog guide or service animal by a disabled person, Vietnam-era Veteran or disabled Veteran status, or the presence of a physical, mental, emotional or sensory disability."
5. Policy Number P 2009.00, *Freedom from Sexual Harassment*, states, "It is the policy of the Washington State Department of Transportation (WSDOT) to provide and maintain a workplace that is free from all forms of sexual harassment."

II. Equal Opportunity Through Affirmative Action

A. Affirmative Action Program

WSDOT promotes the full realization of equal employment opportunity through a continuing affirmative action program throughout the department. This applies to, and must be an integral part of, every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees of this department, to the extent permitted by law.

B. Resources Provided by the Office of Equal Opportunity

WSDOT's Office of Equal Opportunity (OEO) has developed, and periodically updates, a comprehensive Affirmative Action Plan to initiate and sustain employment, training, and career development opportunities for persons who have been historically under-represented in state employment. A copy of WSDOT's current Affirmative Action Plan is available in each region's Human Resource Office, OEO, and on the OEO web page.

III. Definitions and Examples

A. Discrimination — Definition

Discrimination is the act of treating a person, or group of people, differently based on preconceived stereotypes based on race, creed, color, religion, sex, national origin, age, sexual orientation, marital status, Vietnam-era Veteran status, disabled veteran status, or the presence of a physical, mental, emotional, or sensory disability.

Discrimination — Examples

Examples of discrimination include, but are not limited to:

1. Failure to promote a person, even though they are the best qualified, because of their race or gender.
2. Paying someone less than people of the opposite gender even though they are performing the same work.

B. Harassment — Definition

Harassment, a form of discrimination, consists of unwelcome verbal, physical, or visual conduct that is based on a person's race, color, national origin, creed, religion, age, sex, sexual orientation, marital status, Vietnam-era Veteran status, disabled Veteran status, or the presence of a physical, mental, emotional, or sensory disability (real or perceived). WSDOT does not tolerate harassment that creates an uncomfortable, intimidating, hostile, or offensive work environment, and/or that unreasonably affects an individual's work performance.

Harassment not only consists of blatant offensive behavior, but may include subtle acts or comments as well. Derogatory comments, jokes, and slurs of a racial, sexual, ethnic, or religious nature or those that refer to an individual's sexual orientation or disability can also be considered harassing and/or discriminatory.

Harassment — Examples

Examples of conduct that are considered discriminatory or harassing, and provide grounds for disciplinary action, up to and including termination, under the provisions of WAC 356-34, include but are not limited to:

1. Offensive, insulting, or degrading remarks based on an individual's race, color, national origin, creed, religion, age, sex, sexual orientation, marital status, Vietnam-era Veteran status, disabled veteran status, or the presence of a physical, mental, emotional, or sensory disability (real or perceived).
2. Threats, demands, or suggestions that an employee's work status is contingent upon the employee's tolerance of, or acquiescence to any of the above conduct is prohibited by this policy.
3. Harassment which has the purpose or effect of unreasonably interfering with an individual's work performance or which creates an uncomfortable, intimidating, hostile, or offensive work environment.

Examples of such harassment include, but are not limited to:

- a. Telling racist, sexist, or disability related jokes while at work;
- b. Use of racially or sexually oriented language considered by a reasonable person to be derogatory; or
- c. The placement or display in the work place of racially or sexually explicit photographs, cartoons, posters, or other visual items which a reasonable person would find offensive.

C. Sexual Harassment — Definition

Sexual harassment is defined as unwelcome conduct of a sexual nature, such as, sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct of a sexual nature or harassing behavior(s) such as threatening, demeaning, or offensive conduct whether or not sexual in connotation, that is directed toward an individual based on gender when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or,
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual Harassment — Examples

1. This policy addresses sexual harassment by a person of either sex against a person of either sex. Examples of explicit sexual harassment behaviors include, but are not limited to:
 - a. Sexual propositions.
 - b. Displays of foul, obscene, or seductive printed or visual material.
 - c. Sexual slurs, foul or obscene language, or gestures of a sexual nature.

- d. Sexual innuendoes, suggestive comments, sexually oriented kidding or teasing, practical jokes of a sexual nature, jokes about gender-specific traits.
 - e. Leering and physical conduct such as patting, pinching, brushing, or touching another's body when such conduct is deemed offensive by the recipient.
 - f. Intimidating, demeaning, offensive behavior based on an individual's gender, such as, a female sabotaging the work of a male co-worker because the co-worker is a male.
2. Example of subtle sexual harassment behavior:

Subtle acts of sexual harassment include, but are not limited to, inappropriate language, jokes, or comments of a sexual nature. An example of this type of sexual harassment is when individuals of one gender are referred to by their names, while employees of the opposite gender are referred to by terms of endearment such as honey, darling, and sweetheart.

D. Retaliation — Definition

In general, retaliation occurs when an individual suffers an adverse employment action based on his or her participation in a statutorily protected activity constituting opposition to his or her employer.

Retaliation — Examples

Examples of retaliatory acts include, but are not limited to:

1. Giving unreasonable assignments or time frames in which to complete assignments.
2. Intentionally treating someone differently after they tell you your behavior is offensive.
3. Arbitrarily denying time off or other legitimate employee benefits, etc.

IV. Rules

A. Equal Opportunity Provided

WSDOT provides equal opportunity in employment for all persons.

B. Discrimination Prohibited

WSDOT prohibits discrimination in employment because of:

1. Race
2. Color
3. Creed
4. Religion
5. Gender
6. National origin
7. Age

8. Sexual orientation
9. Marital status
10. Vietnam-era Veteran status
11. Disabled Veteran status
12. Presence of a physical, mental, emotional, or sensory disability.

C. Freedom From Sexual Harassment

1. WSDOT will not tolerate sexual harassment of its employees by anyone, including any manager, supervisor, coworker, vendor, client, nonemployee or customer.
2. WSDOT will not tolerate sexual harassment of any individual by a WSDOT employee when that employee is engaged in business activities, conducting business for, or is being compensated for their time by WSDOT.

D. Freedom From Retaliation

WSDOT will not tolerate retaliation against any complainant or person who participates in an investigation into any allegations.

E. Disciplinary Action

Failure on the part of any WSDOT employee to carry out the spirit and intent of this chapter will be cause for disciplinary action, up to and including dismissal. Please refer to the *Human Resource Desk Manual*, M 3009.00, Tab 12 "Corrective Action." The appointing authority of the employee must coordinate formal corrective action with the Human Resource Office.

F. Executive Responsibilities

The executive manager of each region, service center, and division is responsible for establishing and maintaining an affirmative program of equal employment opportunity for all employees and applicants for employment, and to prevent and stop any sexual harassment, within his or her jurisdiction. This executive is required, to the maximum extent possible, to provide sufficient resources to:

1. Administer such a program in a positive and effective manner.
2. Assure that recruitment activities reach all sources of job candidates.
3. Utilize to the fullest extent the present skills of each employee.
4. Provide the maximum feasible opportunity to employees to enhance their skills so that they may perform at their highest potential and advance in accordance with their abilities.
5. Provide training and advice to managers and supervisors to assure their understanding and implementation of affirmative action and equal opportunity.
6. Provide for periodic reviews to evaluate the effectiveness with which this program is being carried out in his or her organization.

G. Manager and Supervisor Responsibilities

1. Managers and supervisors must immediately take corrective action to stop any behavior that is considered discrimination, harassment, sexual harassment, or retaliation.
2. Employers, such as WSDOT, can be held liable for behavior that is considered discrimination, harassment, sexual harassment, or retaliation, when a manager or supervisor knew — or should have known — about an incident, and failed to take immediate and appropriate action to ensure the offense did not reoccur.
3. Managers and supervisors must immediately report any incidents of sexual harassment to OEO, so that an investigation by that office can be initiated.

H. Office of Equal Opportunity Responsibilities

1. OEO will respond to complaints of discrimination, harassment, sexual harassment, and retaliation in a timely manner.
2. Once an incident is reported, OEO will provide guidance and assistance to the manager or supervisor in resolving the situation. If needed, OEO will also conduct an investigation into the complaint and provide the manager with the investigative results.
3. OEO is required by law to conduct an investigation of any incidents of sexual harassment.
4. For incidents other than sexual harassment, the person who it is alleged has been subjected to discrimination, harassment, or retaliation must request an investigation before OEO can proceed.
4. During the course of investigating a complaint, confidentiality will be maintained to the greatest extent possible in order to prevent embarrassment, further harassment, or retaliation.
5. Once a complaint has been investigated and finalized, investigative documents may be subject to public disclosure as defined in RCW 42.17.310 (1) (dd) and (ee), Public Records - Certain Personal and Other Records Exempt.

I. Employee Responsibilities

1. All WSDOT employees are responsible for providing a cooperative working environment for each other.
2. No form of discrimination, harassment, sexual harassment, or retaliation against any employee will be tolerated.
3. The quickest, and normally most effective option is to simply tell the offender about his or her behavior, explain what they are doing that disturbs you, and ask that this behavior be stopped.
4. If you do not wish to confront the offender, if you have confronted the offender and the offensive behavior has not stopped, or if you believe your complaint has, or will, result in retaliation, you may use the informal or formal process described in Chapter 6 of this manual.

V. Procedures

A. Initial Communication

The individual who feels they were subjected to discrimination, harassment, sexual harassment, or retaliation as defined above may tell the offender directly that they find the behavior offensive.

If the individual does not feel comfortable telling the offender directly, or if telling the offender does not stop the offensive behavior, they are advised to immediately report the incident to one of the following individuals:

1. Own immediate supervisor.
2. The offender's immediate supervisor.
3. The appointing authority.
4. The Human Resource Officer or Personnel Representative.
5. The Region Human Resource Consultant.
6. The WSDOT Office of Equal Opportunity (OEO).

Other options available for reporting allegations of discrimination, harassment, sexual harassment, and retaliation include filing of a complaint with the Washington State Human Rights Commission, with the United States Equal Employment Opportunity Commission, or seeking legal counsel.

B. Follow Up

OEO will coordinate the process of investigating complaints of discrimination, harassment, sexual harassment, and retaliation. OEO will advise the parties involved of the process and the findings.

C. Education and Training

WSDOT is committed to keeping the workforce informed regarding its policies on affirmative action, equal opportunity, non-discrimination, and freedom from harassment and sexual harassment. To that end, OEO will provide Workforce Diversity training for all employees to include managers and supervisors. Additionally, managers and supervisors will be required to attend periodic training updates to ensure they are aware changing laws and court decisions.

P65:DP/EODM

Attachment 1 Secretary's Statement on Discrimination and Harassment

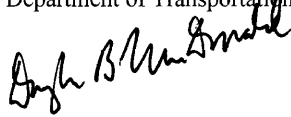


**Washington State
Department of Transportation**

Memorandum

September 14, 2001

TO: All Employees of Washington State Department of Transportation
(WSDOT)

FROM: Douglas B. MacDonald 

SUBJECT: Secretary's Commitment to Equal Opportunity and to a Workplace Free
from Discrimination and Harassment

I am committed to ensuring that WSDOT provides equal opportunity, affirmative action, and freedom from discrimination and harassment in our workplaces. To provide guidance in these policy areas, I am reissuing:

Executive Order E 1014.00, Equal Opportunity, Affirmative Action, and Freedom from Discrimination and Sexual Harassment

Policy Statement P 2007.00, Equal Opportunity and Affirmative Action

Policy Statement P 2008.00, Freedom from Discrimination

Policy Statement P 2009.00, Freedom from Sexual Harassment

Equal Opportunity Desk Manual M 04-15, Chapter 1 Revised, "Equal Opportunity, Affirmative Action, and Freedom from Discrimination and Sexual Harassment"

Supervisors and managers are expected to take a firm lead in setting a management tone that clearly supports a work environment free from discrimination. Employees are expected to support and promote non-discrimination and equal opportunity within their work environment.

To ensure WSDOT employees receive this message, I am distributing these policies via bulk e-mail and the Intranet, and including them in the *Equal Opportunity Desk Manual M 04-15* revision. Each supervisor and manager needs to ensure current and future employees read and understand this information.

Thank you for your commitment to ensure that we all make WSDOT a place we are proud to work.

DOT Form 700-008 EF
Revised 5/99

Attachment 2 Executive Order E 1014.00 Transmittal



Washington State
Department of Transportation

Publications Transmittal

Transmittal Number	Date
01-050	September 14, 2001

Commission Administrator 47308	Director, Planning and Capital Program Management 47370
Secretary of Transportation 47316	Director, Public Transportation and Rail 47387
Chief of Staff 47316	Director, Transportation Economic Partnerships
Assistant Secretary, Administration & Support 47400	Director, Washington State Ferries TB32
Assistant Secretary, Eng. & Reg. Operations 47316	Deputy Director, Washington State Ferries TB32
Assistant Secretary, NW Ops. & Project Delivery NB82	Region Administrator, Eastern Region
Director, Audit Office 47320	Region Administrator, North Central Region
Director, Aviation Division TB25	Region Administrator, Northwest Region NB82
Director, Communications and Public Involvement 47322	Region Administrator, Olympic Region 47440
Director, Congestion Relief Project Delivery NB82	Region Administrator, South Central Region
Director, Engineering & Environmental Programs 47323	Region Administrator, Southwest Region S15
Director, Equal Opportunity Office 47314	Ombudsman 47322
Director, Freight Strategy and Policy 47370	Chief Counsel 40113
Director, Highways and Local Programs 47390	Legislative Transportation Committee 40937
Director, Human Resources Office 47310	State Auditor 40046
Director, Legislative & Strategic Mgmt. Relations 47318	FHWA 40943
Director, Maintenance and Operations Programs 47350	

Publication Title	Publication Number
Equal Opportunity, Affirmative Action, and Freedom from Discrimination and Sexual Harassment Executive Order	E 1014.00
Originating Organization	
Office of the Secretary	
Equal Opportunity Office	

Remarks and Instructions

Executive Order Reissued

The attached Executive Order E 1014.00 dated September 14, 2001, supersedes and replaces Executive Order E1014.00 with the same title dated March 1, 2000. Please recycle the old copies. This Executive Order is being reissued to inform all employees of Secretary MacDonald's commitment to equal opportunity, affirmative action, and freedom from discrimination and sexual harassment.

Keep Employees Informed

In addition to the standard distribution above, this was distributed to all WSDOT employees via e-mail and the Intranet. Please consider your organization's need to provide copies to those employees who do not have e-mail or Intranet access, and post a copy on major bulletin boards.

For More Information

If you have questions or concerns regarding this Executive Order, please contact your local personnel representative, or the Equal Opportunity Office at (360) 705-7090.

Access on line at <http://wwwi.wsdot.wa.gov/docs/OperatingRulesProcedures/1014.pdf>

Distributed By	Phone Number	Signature
Paula Hammond, Chief of Staff	(360) 705-7871	

DOT Form 761-003 EF
Revised 5/98

cc: Administrative Services, Directional Documents MS 47408

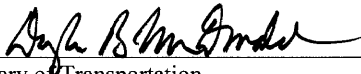
Attachment 3 Executive Order E 1014.00



**Washington State
Department of Transportation**

Executive Order

Number: E 1014.00


Secretary of Transportation

Date: September 14, 2001

Equal Opportunity, Affirmative Action, and Freedom from Discrimination and Sexual Harassment

This Executive Order is issued to inform Washington State Department of Transportation (WSDOT) employees of the department's policies, plans, rules, and procedures to ensure we each provide equal opportunity, affirmative action, and freedom from discrimination and harassment in our work places.

Policies Reissued

The following department policies are reissued with this Executive Order:

Policy Number P 2007.00, Equal Opportunity and Affirmative Action: It is the policy of the WSDOT to provide equal opportunity for the employment, development, and advancement of all persons.

Policy Number P 2008.00, Freedom from Discrimination: It is the policy of the WSDOT to provide and maintain a work place that is free from all forms of discrimination (including harassment), based on race, color, creed, religion, gender, national origin, age, sexual orientation, marital status, families with children, use of a trained dog guide or service animal by a disabled person, Vietnam-era Veteran or disabled Veteran status, or the presence of a physical, mental, emotional or sensory disability.

Policy Number P 2009.00, Freedom from Sexual Harassment: It is the policy of the WSDOT to provide and maintain a work place that is free from all forms of sexual harassment.

These Policy Statements support Title VII of the United States Civil Rights Act of 1964 as amended, the Washington State Law Against Discrimination RCW 49.60, and rulings of the Equal Employment Opportunity Commission.

E 1014.00
Equal Opportunity, Affirmative Action, and
Freedom from Discrimination and Sexual Harassment
September 14, 2001

Office of Equal Opportunity Role and Responsibilities

The director and staff of the Office of Equal Opportunity are the department's experts on these topics. They develop, maintain, and distribute information such as the department's *Affirmative Action Plan*, and the *Equal Opportunity Desk Manual* M 04-15, which include detailed rules and procedures on how to carry out this Executive Order.

Executive Manager Role and Responsibilities

Each executive manager must establish and maintain an affirmative action program within the organization (region, service center, or division) he or she is responsible for. Executive managers or their designees must ensure that this executive order is read and understood by all employees within the executive's organization.

Employee Role and Responsibilities

All employees are expected to read and understand this Executive Order and its Policy Statements. We must all work together to create and maintain work places that are free from discrimination and harassment.

Distribution

This Executive Order and these Policy Statements will be sent to the standard department statewide distribution list. This includes the Transportation Commission, the Executive Board, and all organizations within the department. They are available on line, in the Equal Opportunity Office, and in all WSDOT Human Resource and Personnel Offices to ensure access by all employees.

Alternate Formats: Persons with disabilities may request this information be prepared and supplied in alternate formats by calling the WSDOT ADA Accommodation Hotline collect 206-389-2839. Persons with hearing impairments may access WA State Telecommunications Relay Service at TT 1-800-833-6388, Tele-Braille 1-800-833-6385, or Voice 1-800-833-6384, and ask to be connected to (360) 705-7097.

Attachment 4 **Equal Opportunity and Affirmative Action
Policy Statement Transmittal**



**Washington State
Department of Transportation**

Publications Transmittal

Transmittal Number	Date
01-051	September 14, 2001

Commission Administrator 47308
Secretary of Transportation 47316
Chief of Staff 47316
Assistant Secretary, Administration & Support 47400
Assistant Secretary, Eng. & Reg. Operations 47316
Assistant Secretary, NW Ops. & Project Delivery NB82
Director, Audit Office 47320
Director, Aviation Division TB25
Director, Communications and Public Involvement 47322
Director, Congestion Relief Project Delivery NB82
Director, Engineering & Environmental Programs 47323
Director, Equal Opportunity Office 47314
Director, Freight Strategy and Policy 47370
Director, Highways and Local Programs 47390
Director, Human Resources Office 47310
Director, Legislative & Strategic Mgmt. Relations 47318
Director, Maintenance and Operations Programs 47350

Director, Planning and Capital Program Management 47370
Director, Public Transportation and Rail 47387
Director, Transportation Economic Partnerships
Director, Washington State Ferries TB32
Deputy Director, Washington State Ferries TB32
Region Administrator, Eastern Region
Region Administrator, North Central Region
Region Administrator, Northwest Region NB82
Region Administrator, Olympic Region 47440
Region Administrator, South Central Region
Region Administrator, Southwest Region S15
Ombudsman 47322
Chief Counsel 40113
Legislative Transportation Committee 40937
State Auditor 40046
FHWA 40943

Publication Title	Publication Number
Equal Opportunity and Affirmative Action	P 2007.00
Originating Organization Office of the Secretary Equal Opportunity Office	

Remarks and Instructions

Policy Statement Reissued

The attached Policy Statement P 2007.00 dated September 14, 2001, supersedes and replaces Policy Statement P 2007.00 with the same title dated March 1, 2000. Please recycle the old copies. This Executive Order is being reissued to inform all employees of Secretary MacDonald's commitment to equal opportunity and affirmative action.

Keep Employees Informed

In addition to the standard distribution above, this was distributed to all WSDOT employees via e-mail and the Intranet. Please consider your organization's need to provide copies to those employees who do not have e-mail or Intranet access, and post a copy on major bulletin boards.

For More Information

If you have questions or concerns regarding this Executive Order, please contact your local personnel representative, or the Equal Opportunity Office at (360) 705-7090.

Access on line at <http://wwwi.wsdot.wa.gov/docs/OperatingRulesProcedures/1014.pdf>

Distributed By	Phone Number	Signature
Paula Hammond, Chief of Staff	(360) 705-7871	

DOT Form 761-003 EF
Revised 5/98

cc: Administrative Services, Directional Documents MS 47408

Attachment 5 **Equal Opportunity and Affirmative Action Policy Statement**



**Washington State
Department of Transportation**

Policy Statement

Number: P 2007.00


Secretary of Transportation

Date: September 14, 2001

Equal Opportunity and Affirmative Action

Statement of Policy:

It is the policy of the Washington State Department of Transportation (WSDOT) to provide equal opportunity for the employment, development, and advancement of all persons.

Resources and Additional Information:

This Policy Statement supports:

- Title VII of the United States Civil Rights Act of 1964 as amended
- The Washington State Law Against Discrimination RCW 49.60
- Rulings of the Equal Employment Opportunity Commission.

Rules, procedures, and other information on how to carry out this policy are available from the WSDOT Equal Opportunity Office and include:

- *WSDOT Affirmative Action Plan*
- *OEO Equal Opportunity Desk Manual M 04-15*
- Executive Order E 1014.00, *Equal Opportunity, Affirmative Action, and Freedom from Discrimination and Sexual Harassment*

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Attachment 6 Freedom From Discrimination Transmittal



Washington State
Department of Transportation

Publications Transmittal

Transmittal Number	Date
01-052	September 14, 2001

Commission Administrator 47308	Director, Planning and Capital Program Management 47370
Secretary of Transportation 47316	Director, Public Transportation and Rail 47387
Chief of Staff 47316	Director, Transportation Economic Partnerships
Assistant Secretary, Administration & Support 47400	Director, Washington State Ferries TB32
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Director, Legislative & Strategic Mgmt. Relations 47318	FHWA 40943
Director, Maintenance and Operations Programs 47350	

Publication Title	Publication Number
Freedom from Discrimination	P 2008.00
Originating Organization Office of the Secretary Equal Opportunity Office	

Remarks and Instructions

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Access on line at <http://wwwi.wsdot.wa.gov/docs/OperatingRulesProcedures/1014.pdf>

Distributed By	Phone Number	Signature
Paula Hammond, Chief of Staff	(360) 705-7871	

DOT Form 761-003 EF
Revised 5/98

cc: Administrative Services, Directional Documents MS 47408

Attachment 7 Freedom From Discrimination Policy Statement



**Washington State
Department of Transportation**

Policy Statement

Number: P 2008.00


Secretary of Transportation

Date: September 14, 2001

Freedom From Discrimination

Statement of Policy:

It is the policy of the WSDOT to provide and maintain a work place that is free from all forms of discrimination (including harassment), based on race, color, creed, religion, gender, national origin, age, sexual orientation, marital status, families with children, use of a trained dog guide or service animal by a disabled person, Vietnam-era Veteran or disabled Veteran status, or the presence of a physical, mental, emotional or sensory disability.

Resources and Additional Information

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- *WSDOT Affirmative Action Plan*
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Attachment 8 Freedom From Sexual Harassment Transmittal



Washington State
Department of Transportation

Publications Transmittal

Transmittal Number	Date
01-053	September 14, 2001

Commission Administrator 47308 Secretary of Transportation 47316 Chief of Staff 47316 Assistant Secretary, Administration & Support 47400 Assistant Secretary, Eng. & Reg. Operations 47316 Assistant Secretary, NW Ops. & Project Delivery NB82 Director, Audit Office 47320 Director, Aviation Division TB25 Director, Communications and Public Involvement 47322 Director, Congestion Relief Project Delivery NB82 Director, Engineering & Environmental Programs 47323 Director, Equal Opportunity Office 47314 Director, Freight Strategy and Policy 47370 Director, Highways and Local Programs 47390 Director, Human Resources Office 47310 Director, Legislative & Strategic Mgmt. Relations 47318 Director, Maintenance and Operations Programs 47350	Director, Planning and Capital Program Management 47370 Director, Public Transportation and Rail 47387 Director, Transportation Economic Partnerships Director, Washington State Ferries TB32 Deputy Director, Washington State Ferries TB32 Region Administrator, Eastern Region Region Administrator, North Central Region Region Administrator, Northwest Region NB82 Region Administrator, Olympic Region 47440 Region Administrator, South Central Region Region Administrator, Southwest Region S15 Ombudsman 47322 Chief Counsel 40113 Legislative Transportation Committee 40937 State Auditor 40046 FHWA 40943
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Publication Title	Publication Number
Freedom from Sexual Harassment	P 2009.00
Originating Organization Office of the Secretary Equal Opportunity Office	

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Distributed By	Phone Number	Signature
Paula Hammond, Chief of Staff	(360) 705-7871	

DOT Form 761-003 EF
Revised 5/98

cc: Administrative Services, Directional Documents MS 47408

Attachment 9 Freedom From Sexual Harassment Policy Statement



**Washington State
Department of Transportation**

Policy Statement

Number: P 2009.00


Secretary of Transportation

Date: September 14, 2001

Freedom from Sexual Harassment

Statement of Policy:

It is the policy of the Washington State Department of Transportation (WSDOT) to provide and maintain a work place that is free from all forms of sexual harassment.

Resources and Additional Information

This Policy Statement supports:

- Title VII of the United States Civil Rights Act of 1964 as amended
- The Washington State Law Against Discrimination RCW 49.60
- Rulings of the Equal Opportunity Commission.

Rules, procedures, and other information on how to carry out this policy are available from the WSDOT Equal Opportunity Office and include:

- *WSDOT Affirmative Action Plan*
- *Equal Opportunity Office Desk Manual M 04-15*
- Executive Order E 1014.00, *Equal Opportunity, Affirmative Action, and Freedom from Discrimination and Sexual Harassment*

Alternate Formats: Persons with disabilities may request this information be prepared and supplied in alternate formats by calling the WSDOT ADA Accommodation Hotline collect 206-389-2839. Persons with hearing impairments may access WA State Telecommunications Relay Service at TT 1-800-833-6388, Tele-Braille 1-800-833-6385, or Voice 1-800-833-6384, and ask to be connected to (360) 705-7097.

Attachment 10 Equal Opportunity Desk Manual Transmittal



**Washington State
Department of Transportation**

Publications Transmittal

Transmittal Number		Date
01-049		September 14, 2001

Equal Opportunity Desk Manual Holders

Publication Title	Publication Number
Equal Opportunity Desk Manual	M 04-15
Originating Organization	
Office of Equal Opportunity	

Remarks and Instructions

Attached is the revision to the existing manual. Please recycle old copies of this manual. For more information, please contact Enrique Cantu at (360) 705-7096. This information is available on-line at the Office of Equal Opportunity Intranet Web Site and bulk mail.

Distributed By	Phone Number	Signature
Enrique Cantu	(360) 705-7096	

DOT Form 761-003 EF
Revised 5/98

cc: Administrative Services, Directional Documents MS 47408